



United States Department of State

*U.S. Embassy Pristina*

**EXTERNAL VACANCY ANNOUNCEMENT**  
**02/2016**

**OPEN TO:** ALL INTERESTED CANDIDATES  
**POSITION:** USAID PROJECT MANAGEMENT SPECIALIST  
**OPENING DATE:** FEBRUARY 3, 2016  
**CLOSING DATE:** FEBRUARY 18, 2016  
**WORK HOURS:** FULL-TIME; 40 HRS/WEEK  
**SALARY:** FSN-12 (€23,852.00 – €33,394.00)

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**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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U.S. Embassy Pristina is seeking a qualified individual for the position of **PROGRAM MANAGEMENT SPECIALIST** in USAID.

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**BASIC FUNCTION OF POSITION**

The USAID Project Management Specialist (Economic Growth) serves as a senior member of the Economic Growth Office (EGO) Team and as the leader of the EGO Competitiveness Team. The Specialist plays a major role in EGO program/project/activity development in the areas of macroeconomic stability, economic policy, enhancing a business-enabling environment, finance and credit, agriculture, private sector capacity, and workforce development.

The Specialist is a full participant in the EGO leadership team provides guidance and support to EGO staff in designing, developing, negotiating and implementing Office program/project/activity; advises the EG Team on policy, program, and implementation/decision actions concerning the approximately US\$50M EG and Competitiveness portfolio; applies knowledge of implementation and procurement mechanisms and procedures, especially in support of USAID Forward; leads the Office and the Team in strategic planning, monitoring and evaluation, program design, and in the approval if programs/projects/activities. The Specialist assists others in developing statements of work, program descriptions, developing performance monitoring plans, and in the preparation of other related documents for EGO, requiring familiarity with the full range of Office programs/projects/activities, the issues and objectives involved, and of EGO and Mission Implementing Partners (IPs) and counterparts.

In addition, the Specialist plays a key role in ensuring gender diversity, including lesbian, gay, bi-sexual, and transsexual (LGBT) issues, minorities, and other traditionally excluded group issues are integrated into the EGO portfolio.

## **MAJOR DUTIES & RESPONSIBILITIES**

### **(1) Team Leader and EGO Portfolio Management (50%)**

The USAID Project Management Specialist (Economic Growth) keeps track of the overall economic growth program, and specifically programs/projects/activities that are part of the Competitiveness Team responsibility, collaborating closely with the Office Chief and the Deputy Mission Director and Mission Director. The Specialist serves as the principal FSN responsible for interpreting, explaining, and clarifying Mission policies, programs, and strategies in the Competitiveness area of EG, maintaining regular contacts with officials within the Government of Kosovo (GoK), NGOs, IPs, other donors, and others. The Specialist provides day-to-day oversight of programs/projects/activities for the Competitiveness Team; reviews work plans, action plans, and reports for accuracy and conformity with Mission objectives; provides leadership in establishing performance monitoring systems for results frameworks in coordination with Mission management and IPs; monitors and evaluates the progress of IP activities towards achieving results, through regular field trips and meeting senior management and IP officials; analyses IP performance against benchmarks and work plan targets, and evaluates activities for results; and, provides project advice and guidance to program evaluation and assessment teams. The Specialist monitors and manages activity budgets and funding levels, in order to ensure effective and efficient use of funds; ensures appropriate accounting of resources; tracks quarterly accruals; maintains project pipeline information; provides leadership in meeting audit recommendations; and, ensures IPs receive needed information on USAID regulations and policies, including audit regulations, USAID-provided logistical support services, assistance with country level issues, etc. As Team Leader, the Specialist orients, trains, mentors, and supervises lower-level staff.

### **(2) Program/Project/Activity Planning and Management (15%)**

The Specialist participates actively in EGO and mission-wide long-term planning identifying significant economic, political, and social trends in Kosovo and assessing their importance and impact on USAID development objectives and programs; initiates and/or provides leadership in the design of new programs in the Competitiveness area, are consistent with Mission strategy, and provides technical advice and recommendations; participates in developing the EGO Performance Management Plan, in order to plan and manage the process of assessing and reporting progress towards achieving relevant competitiveness Intermediate Results (IRs); and, as assigned, serves as chair of the Mission technical review team for EG-related concept papers, solicited or unsolicited proposals, and proposed sub-grants under USAID-funded activities.

### **(3) EGO Outreach and Representation (15%)**

The Specialist represents USAID at donor coordination meetings, GoK briefings, and other events on issues related to EG sectorial matters and concerns, including public speaking, representational, and press events. The Specialist works in close collaboration with the Program Office, providing accurate and timely information to USAID and IP organizations, and representing USAID to local officials, NGOs, GoK ministries, donor organizations, IPs, and other interested and relevant organizations; and, maintains accurate and consistent project reporting, and provides concise and informative oral briefings for Mission management; prepares reports, memoranda, talking points, briefers, and presentations for Mission use and to USAID/Washington. The Specialist works in a collaborative manner with other Mission and Embassy staff, and with IPs, representing the partnership approach of USAID/Kosovo when implementing and managing EGO activities; and, regularly shares work experience, ideas, perspectives, and feedback with others, and likewise seeks input, involvement, and advice on decisions concerning program actions.

#### **(4) Program Budget Development and Monitoring and Evaluation of EGO Activities (20%)**

The Specialist provides substantive input on EGO budget issues to the Program Office and to Mission management, including the Controller, Deputy Mission Director and Mission Director; analyzes budgetary needs of existing and planned components of the EGO portfolio, with emphasis on Competitiveness Team areas, and participates in decisions concerning funds allocation within EGO; participates with the Office Chief, Mission management, and the Embassy Economic Section in discussions and decisions about possible uses of foreign assistance funds, in preparation for making such requests to the Department of State and USAID/Washington, and other issues arising from the Post Economic Growth team. In addition, the Specialist provides leadership in monitoring and evaluating assigned EG programs/projects/activities, and assisting other CORs/AORs in monitoring and evaluating their EG programs/projects/activities by ensuring that IP performance monitoring systems are operating effectively; that reliable indicators and targets are established and collected; that IPs periodically monitor, evaluate, and analyze outputs and impact their activities, in order to support program management; and, ensures compliance with USAID and Mission monitoring and reporting responsibilities. The Specialist conducts regular field visits to monitor the activities of IPs within the assigned portfolio, and assesses progress; identifies and anticipates implementation problems; and, works with IPs to make the most effective use of available program resources. The Specialist analyzes, synthesizes, and disseminates key “lessons learned and best practices” from partner activities; applies findings to future program and project design, strategy, project management, and measure-of-assistance impact; and, prepares reports documenting findings, ensuring reports are effectively communicated and disseminated – to include peer-reviewed journals and/or technical conference abstracts.

**(5)** Performs other duties as assigned or required.

#### **REQUIRED QUALIFICATIONS**

**Education:** A Master’s Degree or the host-country equivalent formal education in a relevant field, such as business, finance, accounting, economics, or agricultural economics is required, or a related field is required.

**Prior Work Experience:** At least seven years of progressively responsible, professional-level experience in business, finance, accounting, economics, or agricultural economics is required, including experience in the analysis and interpretation of data and the presentation of findings in written or oral form. At least two years of this experience should have been in development-related work for USAID, other donor agencies, GoK organizations, or private-sector institutions which equipped the candidate to understand program design and management requirements, and to apply a variety of USAID program and project regulations, guidelines and procedures. Prior U.S. Government (USG) experience is preferred, but not required.

**Language Proficiency:** Level IV (Fluent) of English-language speaking/reading capability is required. Level IV (Fluent) of Albanian or Serbian speaking/reading capability is required.

**Knowledge:** The Specialist must have professional-level knowledge of modern development principles, concepts, and practices, especially as they relate to program/project/activity management in difficult work environments. A thorough knowledge of GoK institutions, Kosovo’s legal and regulatory environment, policy directions, objectives, and priorities relating to the economy, economic growth, and competitiveness; and, a sound knowledge of the political, economic, social, and cultural characteristics and developments is required. In addition the Specialist must have, or be able to quickly gain, a good knowledge of USAID policies and regulations, procedures and methodologies, and documentation and reporting requirements; and, a good understanding of the administrative procedures and operations of major donors and non-governmental organizations.

**Abilities and Skills:** The work requires outstanding organizational skills and the ability to multi-task, handle stressful situations, and meet firm deadlines, and the ability to convince colleagues and counterparts to

make specific actions and activities a priority. Excellent interpersonal, communication, and teamwork skills are required; and, the ability to explain the wide array of applicable rules, regulations, and policies governing assigned activities, clearly and concisely, to other USG staff, contractors, grantees, and key Government counterparts is necessary. The Specialist must be able to establish and maintain productive and professional relationships with relevant senior-level GoK officials and HG institutions, key private-sector and development organizations, senior USAID, Embassy, USAID/Washington, and DoS officials is critical, as is the ability to command respect and engender cooperation among peers, superiors, host-country counterparts, and subordinates. The work requires outstanding written and spoken English, and the ability to communicate clearly through frequent verbal reports and presentations. The Specialist must be able to perform planning and analytical budget work; analyze financial records and determine the need for various types of entries and adjustments; record, reconcile, and balance accounts; and, to relate the purpose and objectives of programs/projects/activities to their costs and fiscal requirements.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must successfully pass a background investigation conducted by the Regional Security Office.

**TO APPLY -** Interested candidates for this position must submit the following for consideration of the application:

- 1) Universal Application for Employment (UAE);
- 2) A current resume or curriculum vitae that provide the same information found on the UAE;
- 3) Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application;
- 4) Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above;
- 5) Copy of Kosovo ID or Passport; and copy of the Residence Permit for international applicants.

#### **APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:**

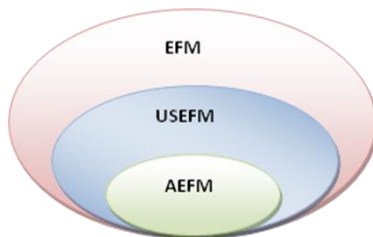
Hand deliver to:  
HUMAN RESOURCES OFFICE  
U.S. EMBASSY PRISTINA  
RR. NAZIM HIKMET NR. 30  
10000 PRISTINA, KOSOVO

**CLOSING DATE FOR THIS POSITION: FEBRUARY 18, 2016 - BY COB (CLOSE OF BUSINESS)**

The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

#### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring

employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed **service** member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- **Is** residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).